



# Yateley Community Pre-School

Registered Charity No. 298231

## **18.0 Severe Weather Policy and Procedures**

### **Policy statement**

At Yateley Community Pre-school the health, safety and well being of children, staff are paramount and these policy and procedures have been written to ensure that communication systems are robust and effective in relaying information to parents/carers as quickly as possible.

### **Procedures**

At Yateley Community Pre-school we will implement the following procedures in the event of severe weather;

- The Pre-School Manager/Supervisor will make a decision as to whether to open by 8.00am if severe weather overnight, or by 6pm regarding the next days session.
- Members of staff will be informed and advised only to travel if safe to do so.
- Correct ratios must be adhered to at all times and if staff are unable to travel the Pre-school will have to remain closed.
- Parents will be informed using the following mediums;
  - ✓ Text
  - ✓ Telephone
  - ✓ Email
  - ✓ Check local radio stations too

### **Severe weather during a session**

In the event of severe weather during a session Yateley Community Pre-school will implement the following procedures;

- The Pre-School Manager/Supervisor will make a decision as to whether the setting should close and send children home. This decision will be based on health and safety issues, weather forecasts and the safety of children traveling home.
- If the decision is made to close parents/carers will be contacted by telephone to arrange to collect children. Members of staff at work will be asked to assist with the communication to parents/carers so that there is minimal time delay.
- Staff will remain until all children have left the premises.
- Staff may return home once all children have been collected safely and the premises have been secured and closed.

This policy was adopted at Yateley Community Pre-schools Meeting held on 24 <sup>th</sup> September 2018		
Signed on behalf of the management committee	Print name	Date
	Andy Garden	24 <sup>th</sup> Sept 2018
Role of signatory (eg Chair...)	Chair	
Date to be reviewed	August 2019 unless policies need changing before	

